

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 05.02.13

Location: Arlis Olson Residence
Convened: 4:50 p.m.
Adjourned: 5:45 p.m.

Present: Joel Rademacher (President), Eric Lindell (Vice President), Paul Erickson (Director), Arlis Olson (Secretary/Treasurer)

Notes: Agenda Items appear in large boldface type. Information, Discussion and Decisions sections appear in bold. Abbreviations are as follows: HOA- Homeowners Association, HO- Homeowner, BME-Board Member Erickson, BML- Board Member Lindell, BMR-Board Member Rademacher and TO- Treasurer Olson.

Review of Minutes

Decision

- Motion by BMR to approve minutes of the 04-01-13 Board meeting and the 2013 HOA Annual Meeting; second BML, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of HOA expenses for January-April vs. budget; the status of checking and money market accounts and projections for cash flow through June.
- TO reviewed aged receivables of a negative \$856.00 noting that amount is skewed as it includes credits for residents that have prepaid some of their quarterly dues. Therefore, the actual receivable amount was \$458.00, which pertains to two HOs that have not paid their 2nd Quarter dues. Late fees were assessed for April and will be for May if payment is not received within the next few days.
- TO reviewed the aged payables of \$872.94 which was comprised of Eric Lindell - \$582.41 for shipping and repair costs associated with 5th Addition fountain and Arlis Olson - \$290.53 (\$12.29 for printing & materials costs for the annual meeting, \$1.52 for postage costs for mailing out lawn care contracts, \$65.17 for HOA printer toner cartridges, \$189.50 for the flag for the 5th Addition and \$22.05 for gas for the HOA tractor & blower).

Decision

- Motion by BME to approve payments to Eric Lindell - \$582.41 and Arlis Olson - \$290.53; second by BMR, carried with BML abstaining.

Designation of President & Vice President

Information/Discussion

- Typically, following the election of a new Board member at the annual meeting, the BOD designates a President and Vice President for the upcoming year. BMR offered to continue as President if the other members concurred. Discussion followed that if BMR & BML continued in their respective positions that would provide for a more orderly transition for BME into the positions.

Decision

- Motion by BME that BMR and BML remain in their respective positions as President and Vice President; second by BML, carried unanimously.

2013 Irrigation Services Bids

Information

- TO indicated that two bids had been received for the 2013 irrigation services from Holtz Irrigation (Ham Lake, MN) and Great Northern Landscapes (Elk River, MN). The services include the spring start-up of the three systems, including installation of irrigation & fill pumps; bi-weekly or weekly system checks; systems winterization/removal of all pumps; unit prices for system head & valve replacement and a labor rate for work not covered by the bid documents.

Discussion

- Board members reviewed the bid component costs and noted that both bids included significant costs for the bi-weekly or weekly system checks. It was felt that it would be very obvious to the lawn care vendor if there were problems with any part of the irrigation systems and, as such, the system checks could be eliminated. Both bidders other costs were very similar but Great Northern's costs were generally lower. BMR & TO had met previously with a representative from Great Northern to review the systems and requirements and both were impressed with system improvement comments offered by their representative.

Decision

- Motion by BMR to retain Great Northern Landscapes for the 2013 Irrigation services (excluding the system checks); second by BML, carried unanimously.

HOA Trail Snow Plowing Contract

Information

- TO reported the contract with IDI Bobcat for HOA trail snow plowing expired on March 31, 2013 and that a new contract for the 2013/2014 & 2014/2015 seasons had been received. The contract does reflect a \$225 increase from the last contract; however, the cost is fixed for both seasons--\$6,335/per season. The contract also includes a minimal fuel surcharge if diesel fuel exceeds \$4.50/gallon.

Discussion

- Board members felt that IDI has been providing excellent service for nine years at very reasonable costs and the proposed contract is more than equitable.

Decision

- Motion by BMR to accept the contract from IDI Bobcat for the 2013/2014 & 2014/2015 seasons as outlined and authorize TO to sign the document; second by BME, carried unanimously.

Informational / Miscellaneous items

Information

- Replacement of existing street signs—TO reported that replacement signs have been ordered for the three vandalized signs. However, the vendor indicated there may be a longer lead time for the signs as he does not have the sign blanks required for the signs in stock. The wood is a special material that is not readily available locally—he will order the material and advise when it comes in. If an update is not received in the next week or so a follow up call will be made.
- 5th Addition fountain electrical—Now that winter is presumably over, BMR will arrange for the electrician to come out and continue his investigation/repair of the electrical service.
- Clean-up day—A date for the HOA clean-up day was discussed and May 18th is the focus date. The emphasis will be on applying mulch in the cul-de-sac areas that were not done last year along with cleaning up downed trees, limbs, etc. in the common areas.

Email Motions

- Motion by BMR on 05-24-13 to ratify the 05-16-13 purchase/delivery of 20CY of mulch from Sylva Corporation and subsequent payment of \$773.79; second by BML, carried unanimously.
- Motion by BMR on 05-24-13 to approve payments to IDI Bobcat - \$150.00 for three hours of Toolcat loader services loading mulch and removing tree stumps on clean-up day; Johnson Bruns & Co. - \$1,000.00 for the audit of the 2012 HOA activities; Allied Blacktop - \$1,870.00 for street sweeping services; Lake Restoration - \$402.00 for the first chemical treatment of HOA ponds and Brueske's Lawn & Landscape - \$1,675.00 for lawn care services for 04/15—05/15/13; second by BML, carried unanimously.
- Motion by BME to approve payment to Eric Lindell - \$49.60 for donuts & sub sandwich provided for clean-up day volunteers; second by BMR, carried unanimously with BML abstaining.
- Motion by BME on 06-10-13 to approve payments to Accurate Electric - \$464.00 for 5th Addition fountain electrical service repairs and replacement of the County Rd 4 entrance fountain timer; Laurie Grasso - \$3,200.00 (\$2,300 for April/May garden maintenance & \$900 for annual plants) and Arlis Olson - \$75.20 (\$13.50 for Roundup concentrate for trail, etc. spraying, \$8.83 for keys for the BOD, \$9.21 for plastic tarps for the mulch pile, \$33.56 for sodas, water & snacks for clean-up day volunteers and \$10.10 copying costs for the HOA notice included with 3rd Quarter dues invoices); second by BMR, carried unanimously.

- Motion by BMR on 06-11-13 to approve payment to Paul Erickson - \$19.80 for trail repair materials; second by BML, carried unanimously with BME abstaining.
- Motion by BMR on 06-23-13 to approve payment to Brueske's Lawn & Landscape - \$2,775.00 (\$1,675.00 for lawn care services 05/15—06/15/13 and \$1,100.00 for the spring fertilizer/crabgrass control application); second by BML, carried unanimously.
- Motion by BMR on 06-26-13 to approve payment to Great Northern Landscapes - \$1,455.95 (\$435.00 for spring start-up of irrigation systems & pond fill pump installations, \$750.00 for irrigation pump rebuild, \$95.00 labor costs, \$160.65 for 14 irrigation head replacements, plus incidental supplies & tax); second by BML, carried unanimously.
- Motion by BMR on 07-16-13 to approve payments to Lake Restoration - \$402.00 for the second chemical application in HOA ponds and Laurie Grasso - \$1,700 for June gardening services; second by BML, carried unanimously.
- Motion by BML on 07-27-13 to approve payment to Brueske's Lawn & Landscape, Inc. - \$2,650.00 (\$1,675 for lawn care services from 6/15—7/15/13 and \$975 for a fertilizer & broadleaf application); second by BMR, carried unanimously.
- Motion by BML on 7-31-13 to accept the proposal from Brian Humphrey Construction in the amount of \$1,475.00 to replace the Stoney Bridge deck in its entirety along with associated repairs to the structure; second by BMR, carried unanimously.
- Motion by BML on 08-12-13 to approve payments to Lake Restoration - \$402.00 for the third chemical treatment of HOA ponds and Laurie Grasso - \$1,700.00 for July gardening services; second by BMR, carried unanimously.
- Motion by BMR on 08-18-13 to approve payments to Brueske's Lawn & Landscape - \$1,675.00 for lawn care services from 07/15—08/15/13 and Ziebarth Vinyl Graphics - \$272.53 for (3) replacement street signs; second by BME, carried unanimously.
- Motion by BMR on 08-21-13 to approve payment to Great Northern Landscapes, Inc. - \$441.55 for repairs to the County Road 4 entrance irrigation system; second by BML, carried unanimously.
- Motion by BMR on 09-02-13 to approve payments to Ziebarth Vinyl Graphics - \$90.84 for a replacement street sign for 266th Ave. NW; Lake Restoration - \$402.00 for the fourth chemical treatment of HOA ponds and Brian Humphrey Construction - \$717.05 (\$685.80 for mailbox assembly painting, repairs & materials and \$31.25 for street sign repainting & installation); second by BML, carried unanimously.
- Motion by BML on 09-18-13 to approve payments to Brian Humphrey Construction - \$1,391.50 for the replacement of the Stoney Bridge deck materials, Brueske's Lawn & Landscape - \$2,525.00 (\$1,675.00 for lawn care services from 8/15—9/15/13 and \$850.00 for an application of fertilizer), Laurie Grasso - \$1,700.00 for August gardening services, Great Northern Landscapes - \$186.97 for the replacement of three 1" Hunter valves at the Stoney Bridge irrigation system, and Arlis Olson - \$761.16 (\$625.00 for 2nd Quarter treasurer services, \$31.70 for d-CON & exterior light bulbs for HOA buildings, \$24.26 for gas for the HOA tractor & blower, \$59.40 for HOA picnic supplies, \$10.10 for copying costs for the notice included with the 4th Quarter invoices and \$10.70 for 500 envelopes for HOA mailings); second by BMR, carried unanimously.
- Motion by BML on 09-30-13 to approve payment to Great Northern Landscapes - \$756.37 (\$68.75 for a service call to check out the irrigation pump for the Stoney Bridge system—removed pump for diagnosis in their shop & \$687.62 for furnishing and

installing a new pump as the existing pump was not able to be repaired; second by BMR, carried unanimously.

- Motion by BML on 10-10-13 to accept a proposal from Wolff Haven Landscapes in the amount of \$1,900 for repairs to the Pavilion rip-rap; second by BME, carried unanimously.

Meeting Adjourned at 5:45 p.m. 05-02-13

Minutes prepared by Arlis Olson, approved on October 14, 2013 by:

Eric Lindell
Paul Erickson